



## JOB DESCRIPTION

Title: **CRIMINALIST**  
Department: Police  
Class Code: 4140  
FLSA Status: Non-Exempt  
Effective Date: February 5, 2007  
Grade Number: 15

### GENERAL PURPOSE

Under general supervision of the Detective Division, the primary responsibility of the Criminalist is to collect, identify and process physical evidence at a crime scene and the Crime Laboratory.

### EXAMPLE OF DUTIES

- \*-- Responds to the scene of field investigations to perform the technical investigation; specifically locates, identifies, collects and stores physical evidence from a crime scene; works with Field Technician in the processing of crime scenes.
- \*-- Performs laboratory examinations of evidence, including specialized processing involving physical, chemical, optical and digital methods; maintains accountability for the activities in the crime lab.
- \*-- Photographs crime scenes, including aerial and forensic photography, using 35mm and digital photograph techniques; maintains all digital/film photography negatives and files.
- \*-- Prepares diagrams, graphic representations, scale drawings and official reports for examination and investigations in order to document scientific analyses and results.
- \*-- Discusses laboratory test results and evidence with officers and attorneys; provides court testimony as necessary related to assigned cases.
- \*-- Remains current on scientific advancements in the forensic field through technical publications, presentations, and training in order to apply appropriate methodologies.
- \*-- Prepares fingerprints found on various types of evidence for entry into the Automated Fingerprint Identification System (AFIS); takes inked/digital fingerprints of individuals and makes fingerprint comparison to verify identity and/or duplication of records.

- \*-- Assists in collection of and presents statistical data essential for running of the crime scene unit.
- Any other duties and assignments as assigned that are directly related to the evidence collection, processing, etc.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Must have a Bachelor's degree from an accredited college or university in Forensic Science, Forensic Identification, Physical Science, Biology/Biochemistry, Chemistry or related field and at least one (1) year of experience in the crime scene field (either as an actual technician or intern), or any equivalent combination of education and experience.

### Special Requirements

- Must possess a valid Utah Driver License.
- Because of the confidential, sensitive nature of information handled, successful completion of a background investigation is required.
- Must be willing to respond to 24/7 work-related call outs.
- Must possess a Latent Print Examiner Certification from the International Association for Identification within one year of hire.
- Must be certified as a State of Utah marijuana leaf identification technician within one year of hire.

### Necessary Knowledge, Skills and Abilities

- Knowledge of police terminology and practices; knowledge of municipal and Utah state law as it relates to Crime Scene/Evidence Processing.
- Ability to process both physical and forensic evidence.
- Ability to remain composed in stressful situations; ability to react quickly; ability to establish and maintain effective working relationships with other officers, agencies, attorneys, court personnel and the public; ability to communicate effectively both verbally and in writing.

## **TOOLS & EQUIPMENT USED**

- Department issued vehicle, police radio, first aid equipment, desktop computer, photo copier, phone, fax machine.

- Various crime scene and lab processing instruments (fuming chambers, ALS, fingerprint powders and chemicals, cameras, etc).

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in a laboratory setting with exposure to chemical elements, such as fingerprint powders and noxious vapors associated with latent print development, exposure to forensic light sources and lasers and biohazard materials. The employee is occasionally required to conduct work in a vehicle or an outdoor setting, in all weather conditions, including temperature extremes, during night shifts, and in precarious places.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.